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**Personnel**

**STAFFING CIVILIAN POSITIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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( Mr. Peter J. Sharp)  
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Certified by: HQ USAF/DPC  
(Mr. Roger M. Blanchard)

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This instruction implements AFPD 36-2, *Employment and Affirmative Action*. It prescribes certain types of staffing and employment programs for civilian employees. It delineates certain procedures and restrictions that must be observed for filling positions in the competitive service. It does not apply to the employment of non-US citizens in foreign areas or to employment in Panama, National Guard Title 32 Technicians, Senior Executive Service (SES) position, GS-16, -17, -18 positions or to Scientific and Professional positions. Filling positions within the scope of Air Force Career Programs is in accordance with AFPD 36-6, AFI 36-601, and AFMAN 36-606.

**SUMMARY OF REVISIONS**

This is the first publication of AFI 36-2024. It incorporates much of the information contained in the superseded AFPD 36-3, *Merit Promotion*, 2 August 1993. This publication aligns the instruction with AFPD 36-2.

**1. The Air Force Staffing and Affirmative Employment Programs.** Air Force fills positions from any source and any appropriate grade levels with people who are highly qualified and representative of the civilian labor force in conformance with priorities established by Air Force or higher authority.

1.1. Air Force will ensure that a manager or supervisor does not select a relative for a position anywhere in the organization under his or her jurisdiction or control. Additionally, a manager, supervisor, or other public official having the authority to appoint, employ, promote, or advance persons or to recommend this action, may not advocate or recommend a relative for any position within the Department of Defense (DoD).

1.2. When approval is obtained from the Secretary of Defense, the Air Force will use experts and consultants to accomplish mission requirements when highly specialized individuals cannot be obtained through normal recruitment sources.

1.3. The Air Force will support employment of military spouse candidates and certain civilian employees' spouses for continuing positions in the Air Force.

1.4. The Air Force will support employees utilizing part-time employment opportunities, including job sharing.

1.5. In overseas areas the Air Force will utilize foreign nationals consistent with host country agreements and DoD dependent hire policies.

**2. The Merit Promotion Program (MPP).** The goals of the Air Force Merit Promotion Program will be to staff positions with highly qualified employees and provide career opportunities for them. Specifically, the Air Force will ensure managers are aware of employees who have high potential and the capacity to perform in more responsible assignments, and it will ensure employees are placed in positions for which they are best qualified. The Air Force will ensure the skills, qualifications, achievements, and promotion potential of employees are recognized and fairly considered in the staffing process, and it will encourage employees to improve their performance and develop their knowledge, skills, and abilities.

2.1. In conducting its merit promotion program activities, each installation assigned a Civilian Personnel Flight (CPF) will develop and publish its own MPP, considering input from employees and employee groups and negotiating, as appropriate, with recognized labor organizations regarding the establishment of merit promotion procedures. The MPP will follow these steps:

2.1.1. It will establish areas of consideration within which employees are identified to compete for advancement so as to provide management with an adequate number of highly qualified candidates from which to choose and to provide employees with adequate opportunities for promotion.

2.1.2. It will consider for promotion all employees within a designated area of consideration who meet the minimum qualification standards and legal or regulatory requirements by the Office of Personnel Management (OPM). Also, it will consider on the same basis as current employees covered by the program, those employees in other Department of Defense (DoD) agencies who are entitled to referral and promotion consideration under an established DoD career program. After clearing priorities, consideration and selection of candidates from outside the Air Force is appropriate when such selections will meet mission objectives, contribute new ideas, or meet the Air Force Affirmative Action Program objectives.

2.1.3. By fairly applying appropriate job-related criteria in evaluating candidates, the program will differentiate relative qualifications, identify those best qualified for advancement, and make selections without discrimination based on any nonmerit reason and without favoritism based on personal relationships or patronage.

2.1.4. In certain circumstances, promotions may be authorized without competition when due consideration is given to recognized merit system principles.

2.1.5. It will be in conformance with all applicable statutes and regulations established by higher authority.

### **3. Management Responsibilities.**

3.1. Management has the right to select or nonselect from among a group of properly ranked and certified candidates; management also has the right to select from other appropriate sources of candidates in accordance with governing laws, rules and regulations.

3.2. The Air Force will ensure all placement actions are in compliance with a career management program which is established by DoD, Headquarters US Air Force (HQ USAF), or local merit promotion plan at the installation level.

EUGENE E. HABIGER, Lt General, USAF  
DCS/Personnel